

## **INTERAGENCY EMERGENCY EQUIPMENT AND SUPPLY CACHES 7547**

(Revised 1996)

(U.S. Forest Service Cache System)

The Pacific Southwest Region operates two National Interagency Emergency Equipment and Supply Caches as a part of the National Fire Equipment System (NFES). The Northern Geographical Area (GA) cache is located in Redding and the Southern Geographical Area Cache in Ontario. These caches serve the Equipment and Supply functions of the Geographical Area Coordination Centers or GACC.

Both caches stock National and Regional NFES items as listed in the Pacific Southwest Regional Supplement to the NWCG Fire Supplies and Equipment Catalog. Nationally assigned numbers are from 0001 through 6999. Regional items that are unique to Region 5 are numbered 7000 7999.

### **SUPPLIES AND EQUIPMENT**

**7547.1**

(Revised 1996)

The caches stock three types of goods, consumable, durable and property. All three of these types of goods are considered accountable.

Consumable items are intended to be consumed at an incident, with life expectancy not to exceed one incident, if used.

Durable items have a life expectancy of more than one incident, or use.

Property items are either of high dollar value or are sensitive items. Property items are expected to be returned to the cache without exception. If a property numbered item is not returned, the cache will forward a Transfer of Property Form to the forest/unit where the incident is located, and procure for replacement of the unreturned item.

Limited resource items are those items which have a fixed inventory in the national system. When ordering limited resource items, it is mandatory that all units go through a GACC to place orders. The GACC maintains records to monitor available quantities, providing management of these items as National Resources. These items can be easily identified in the alphabetical section of the Pacific Southwest Region Catalog, where they are highlighted.

Kits have been established to provide a collection of related articles, preassembled to accomplish specific functions. There are over 40 national kits, with an additional

six (6) specific to Region 5. National kits are of standard compliment throughout all caches in the nation. Contents of all kits may be found in the Pacific Southwest Region Catalog.

All supplies or equipment furnished to incidents will be considered "on loan" and should be returned as soon as practice.

As a general rule, equipment is categorized as anything with antennas or wheels. Supplies are those items which do not fit into any other category.

## **ORDERING**

**7547.2**

(Revised 1996)

Except for limited resource items, each fire cache will accept and process incident resource orders from forests within their area of influence directly. All other initial orders (from all cooperators) will be required to originate from a GACC until the incident has been established. At the discretion of the GACC, orders from the Ordering Unit to the fire cache may then be permitted. Orders to the fire cache from any forest/unit not within the area of influence of the cache, must go through their respective GACC.

Cache orders from any forest/unit will require incident request numbers assigned by the ordering unit, one per line item.

Once an incident is established, contact the GA Cache to establish an ordering schedule. Two daily orders at 12-hour intervals are suggested, when possible. Orders should reflect the needs for a 12-hour period.

The NFES numbers are a mandatory part of any order placed with the GA Caches, along with the established unit of issue associated with each NFES item. When placing orders through the caches, it is always necessary to provide the NFES number, corresponding unit of issue, quantity requested (when reasonable in multiples of the standard pack), along with a noun description of the item.

Cache Resource Order Forms can be located in "tear out" form within the Pacific Southwest Region Catalog. Photocopy Incident needs from this "tear out" form.

Cache Resource Order form ([see exhibit](#)).

National Fire Cache Equipment System Ordering Procedure ([see exhibit](#)).

## **ABNORMAL QUANTITIES**

**7547.2.1**

(Revised 1996)

Any order exceeding 25% of the established cache stocking level for an item is subject to verification by the GA coordinator, Logistics chief or the incident commander.

## **SENSITIVE ITEMS**

**7547.2.2**

(Revised 1996)

Orders for "sensitive" items such as helicopter flight suits, helmets, helicopter support equipment, etc. will be delayed while the need for such items is being double-checked through the system. To avoid these delays, get all orders for sensitive items pre-approved by the region duty officer prior to sending the order to the cache.

## **MOBILE CACHE VANS**

**7547.3**

(Revised 1996)

Mobile cache vans provide the preliminary essentials to establish an incident base. For this reason it is expected that one mobile cache van should suffice per incident. Each mobile cache van contains equipment to support 250 people working, and 250 people sleeping.

Mobile cache vans are sealed, and are intended to be utilized as a complete unit. Component items may be ordered separately.

A WCF rate of \$140.00 per day is associated with the use of a mobile cache van.

Cache vans are to be returned to their respective cache after use.

Contents of mobile cache vans are listed within the Pacific Southwest Region Catalog.

Many cache vans are prepositioned on host forests/units. If your unit does not host a cache van, your order is to be placed with your respective GACC. They, in turn, will order a cache van from the nearest location. If your unit does host a cache van, it may be utilized at the discretion of Fire Management, with the proper notification to the respective GACC. It is the responsibility of the host unit to provide transportation of the van. The Standby locations are:

| <b>NORTHERN SUPPORT CACHE</b> | <b>SOUTHERN SUPPORT CACHE</b> |
|-------------------------------|-------------------------------|
| SIX RIVERS - Rohnerville      | SIERRA - North Fork           |

|                          |                          |
|--------------------------|--------------------------|
| LASSEN - Susanville      | SEQUOIA - Porterville    |
| PLUMAS - Quincy          | INYO - Bishop            |
| TAHOE - Grass Valley     | LOS PADRES - King City   |
| LOS PADRES - Los Prietos | EL DORADO - Placerville  |
| KLAMATH - Yreka          | CLEVELAND - Goose Valley |
|                          | STANISLAUS - Sonora      |

Mobile cache vans are also on standby at each GA Cache location.

[\(see exhibit\)](#).

## **REPLACEMENT ORDERS**

**7547.4**

**(Revised 1996)**

Whenever possible, replacement orders are to be filled from stock on hand in the Supply Unit at the incident.

Incident Replacement Requisitions R5-5100-150, NFES 7271 shall be used when forwarding replacement orders to the cache.

Incident Replacement Requisitions from Type I or Type II incidents must be authorized by the Supply Unit leader or other appropriate position. If received at the cache unauthorized, the requisition will be mailed to the appropriate fire management officer, according to the incident location, for signature.

Replacement requisitions require that incident request numbers be included as a continuation of the incident documentation process.

Fire management officers shall forward to their respective cache, a list of those persons authorized to approve replacement orders on their forest by the month of April, each year. The authorized designees may then approve requisitions for incidents located on their Forest.

## **HAZARDOUS MATERIALS**

**7547.5**

**(Revised 1996)**

Hazardous materials are identified by definition of the Department of Transportation (DOT). Hazardous materials are: any substance or material which has been determined by the Secretary of Transportation to be capable of posing an

unreasonable risk to health, safety or property when transported in commerce, and which has been so designated. The definition includes hazardous substances, hazardous waste, marine pollutants and elevated temperature materials as defined in federal regulations.

If storing an identified hazardous material, refer to your DOT Emergency Response Guidebook. The guidebook lists all hazardous materials, and in the event of an accident explains precautions and actions to take.

Hazardous materials are noted in the catalog. All hazardous materials will be appropriately labeled and identified according to federal regulations. The cache system will not ship hazardous materials by air freight.

If intending to ship the material by highway, the material and its quantity will determine how the item is to be packaged, documented and shipped.

## **HAZARDOUS MATERIALS SHIPPING DOCUMENTS**

**7547.5.1**

**(Revised 1996)**

The following directions apply to all hazardous material shipping documents:

- All information must be printed (mechanically or manually) in English.
- Shipping documents must contain the shipper's name and address, as well as the destination name and address.
- Hazardous material must be entered as the first line item on a shipping document or be printed in a different color.
- Hazardous materials must be listed by their proper shipping name, hazard class, ID number and packaging group. No abbreviations.
- All hazardous material packages must be properly marked, labeled and packaged. The total weight must be included.
- The following shipper's certification must be entered on each shipping document: "This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation".
- A 24-hour emergency response telephone number, with someone available while the commodity is in transit.

- Emergency response information listed in the DOT Emergency Response Guidebook is also to be included.

## **HAZARDOUS WASTE**

**7547.5.1**

(Revised 1996)

Regulations for hazardous waste are directed by the state. The state in turn charges the counties with enforcing their regulations. Therefore, determining the disposition of hazardous waste depends greatly upon the jurisdiction you are in. In all states, the regulations which govern the generation, containment, storage, transportation and documentation of bio-hazardous waste are very specific and well enforced.

Use of red bio-hazardous waste bags is specifically regulated. When used, contents are to be documented IMMEDIATELY by the user, as the bag may not be re-opened under any circumstances. The bag may not be taken to a landfill until it has been properly treated.

Caches have no method of disposal for bio-hazardous (medical) waste bags. Under NO circumstances will any GA cache accept used bio-hazard bags.

## **BUSINESS HOURS AND TELEPHONE NUMBERS**

**7547.6**

(Revised 1996)

During the initial build up of an incident the cache system will work all hours to establish a support system.

|                  |                   |                                    |
|------------------|-------------------|------------------------------------|
| North Zone Cache | 0800 through 1630 | (916)246-5495<br>Fax (916)246-5340 |
| South Zone Cache | 0800 through 1800 | (818)574-5365<br>Fax (818)574-5368 |

**NOTE:** In the event you are unable to reach anyone at the above numbers, contact the respective region operations center.

## **GENERAL ORDERING INFORMATION**

**7547.7**

(Revised 1996)

All orders must be on the USFS Fire Cache form or the order will not be filled.

Price information is for general planning only. Prices are subject to change at any time and may vary by cache location.

The GA caches require a receipt signature on all cache issue documents. The exception to an individual signature on each issue document will be a receipt signature on the Cache Trip/Delivery Receipt. The Cache Trip/Delivery Receipt will list and total all issues, number of pieces and weights. When you are requested to receipt for a delivery you are only signing for a total number of pieces. The driver is only responsible for the safe delivery of pieces manifested, not to the contents within the sealed units. Any discrepancy as to the number of pieces listed and the actual number delivered should be noted and circled on the Cache Trip/Delivery Receipt. Any dialogue regarding the discrepancy shall be directed to the issuing cache.

The South Zone Cache will actually sell the items marked with an asterisk to the incident or on a presuppression basis.

Consolidate all orders as much as possible. Do not "nickel-and-dime" the cache.

## **INFORMATION REQUIRED ON ORDER FORM**

**7547.7.1**

(Revised 1996)

The following information is required on all cache order forms or the order will not be filled:

1. **Incident Number** - Two(2)-letter state abbreviation, three(3)-letter agency designator, followed by no more than five (5) characters.
2. **Management Code** - This is the USFS "P" number assigned by the appropriate forest or region.
3. **Incident Name** - Name given to the incident
4. **Responsible Agency** - Agency responsible for the incident.
5. **Agency Address** - Billing address for the responsible agency. To include city, state and zip.
6. **Ordering Unit** - Department placing the order
7. **Agency** - Name of the unit
8. **Address** - Street address; do not use P.O. Box numbers. Do include city, state, zip.

9. **Telephone** - Complete, with area code
10. **Name** - Name of person placing order.
11. **Approval** - Name of person approving the order, if necessary.

## UNIT OF ISSUE ABBREVIATIONS

7547.7.2

(Revised 1996)

The unit of issue abbreviations used in the cache catalogs are listed below. Those marked with an asterisk are non-definitive and should be checked in the unit of issue (U/I) or item description to ascertain what comprises the unit.

|               |            |           |
|---------------|------------|-----------|
| BD* Bundle    | FT foot    | PK pack   |
| BE* bale      | GL gallon  | PR pair   |
| BG* bag       | HD hundred | PZ packet |
| BK book       | HK hank    | QT quart  |
| BT* bottle    | LB pound   | RE ream   |
| BX* box       | LG* length | RO* roll  |
| CN* can       | KT* kit    | SE* set   |
| CS* case      | PD* pad    | SH sheet  |
| CO* container | PG package | SL* spool |
| DZ dozen      | PL* pail   | TU* tube  |

## SAMPLE ORDER

7547.7.3

(Revised 1996)

| Request Number | NFES No. | Qty | U/I | Item Description            |
|----------------|----------|-----|-----|-----------------------------|
| S-24           | 0967     | 10  | LG  | hose, CSJ, RL. 1-1/2 X 100' |
| S-25           | 1188     | 5   | PR  | Gloves, leather, large size |
| S-30           | 0109     | 2   | EA  | helmet, safety. class B     |

|      |      |    |    |                            |
|------|------|----|----|----------------------------|
| S-31 | 1041 | 2  | HK | rope, nylon. 1/4" diameter |
| S-32 | 0021 | 2  | BX | bag, trash liner. 30-GL    |
| S-33 | 1869 | 12 | QT | oil, bar & chain lube.     |
| S-34 | 0279 | 12 | RO | ribbon, flagging. red      |

## DEMOBILIZATION

**7547.8**

(Revised 1996)

All equipment and supplies being demobilized from an incident are to be documented on an R5-6300-152, Fire Waybill, NFES 7270, one per shipment. Any equipment being retained on an incident during the demobilization process is to be documented on a waybill and forwarded to the respective cache, as well.

Sensitive or property numbered equipment requiring reconditioning prior to reissue from a cache should be returned as soon as it is no longer needed. Seal numbers securing the shipping containers for these items are to be documented on the Fire Waybills. Seals are mandatory when transporting any sensitive equipment to or from the caches (i.e., radios and computer equipment).

Sensitive or property number items being retained on an incident are to be documented on an AD-107, with the complete name and title of the person retaining the item. The AD-107 is to be forwarded to the respective cache.

An AD-112 will be prepared for any property items that are lost, stolen or found to be unserviceable. Each cache requires immediate notification when property numbered items are lost, stolen or damaged.

Contact the cache 24 hours in advance with intended Demobilization Plans.

Both GA caches will close an incident 45 days following containment, and charge unreturned supplies and equipment to the Ordering Unit. Replacement orders received after the closing process will not be filled. Upon incident closure, a Loss Tolerance Report will be generated for all Type I and Type II incidents supported by the GA caches. This is a comprehensive report, displaying totals of Loss/Use rates for all consumable and durable items issued from the caches. Total percentages above or below the nationally accepted standard are also displayed. This report is forwarded to the Forest Supervisor for the forest/unit where the incident occurred. The following percentages have been assigned nationally as potentially acceptable rates of loss for durable items:

|  |     |
|--|-----|
| water handling (valves, nozzles, etc.) | 10% |
|--|-----|

|   |     |
|---|-----|
| helicopter accessories (cargo nets, lead lines, etc.) | 10% |
| camp items (tents, heaters, tables, etc.)             | 10% |
| tools (shovels, pulaskis, Mcleods, etc.)              | 20% |
| hose  | 20% |
| backpack pumps  | 20% |
| sleeping equipment (sleeping bags, cots, etc.)        | 20% |
| clothing (jeans, shirts, coveralls, etc.)             | 30% |

## DEMOBILIZATION GUIDELINES

7547.8.1

(Revised 1996)

The following are guidelines suggested by the zone fire caches for properly demobilizing a mobile cache van and/or zone fire cache items. These guidelines will assist the Supply Unit leader in properly processing, packaging, loading, shipping and documenting the returns of all supplies and equipment to zone fire cache standards. It is suggested that, in addition to these guidelines, that CDF Supply Unit leaders request a USFS "Cache Demobilization Technical Specialist" to assist in the demobilization process.

- All equipment and supplies being demobilized from the incident should be documented on R5-6300-152 (Fire Waybill) NFES 7270. **There will be documentation and accountability of all equipment and supplies removed from the incident.** Supply Unit personnel should request a list of what was shipped from the Cache to establish a list of what needs to be returned. All items in the Supply Unit should be inventoried prior to any returns or disposal.
- There may be some fire cache equipment still being used on the incident after the Supply Unit has sent most shipments back to the Zone Cache. This equipment (especially capital property and sensitive equipment such as generators, chainsaws, etc.) should be documented as staying on the incident for further use. The Supply Unit leader should get the name, signature and position of the person retaining the goods. A copy of the transferring document should be sent to the nearest Zone Cache.
- If property items and supplies are considered unserviceable, lost, stolen or destroyed on the incident, a Property Lost or Damaged form should be

prepared and forwarded to the Zone Cache. If property-numbered items are involved, notify the Zone Cache as soon as possible.

- Some equipment should be returned as soon as it is no longer needed. This is usually equipment of which the cache system has a minimal inventory or is of a sensitive nature. Radio modules, infrared heat detectors, pumps, generators, hose rollers and chainsaws are examples of items that fit this category. This will assist in faster turn-around through the reconditioning process and enable the equipment to be reissued to another incident if, needed.
- Always contact the Zone Cache and notify them of your demobilization intentions. Ask for any special instructions; find out what their current hours of operation are. Ensure you don't send trucks with inadequate lead time to travel and unload.
- All hose is to be rolled. Document and destroy any lengths shorter than 50 feet. Red tag or otherwise identify any damaged hose more than 50 feet in length.
- Sleeping bags will be rolled or bundled. Shove 9 bags into one to create one bundle (make sure they are not used as garbage containers!). Document and
- Destroy any bags that are torn, ripped or so dirty they cannot be cleaned. This will save both shipping and cleaning costs.
- **DO NOT SHIP FUEL** in equipment or fuel cans. Drain all fuel containers and equipment fuel tanks (lanterns, heaters, torches, saws etc.) **DO NOT RETURN FLAMMABLE LIQUIDS TO THE CACHE!!** The Zone Cache will not accept any flammable liquids and they will be returned to the incident and the incident will absorb the cost of the return shipping.
- Do not ship disposable equipment that has been used; 5 gal. plastic containers (cubitainers), one quart plastic canteens, gloves, files, batteries etc. Instead, properly dispose of these items and document.
- Make an attempt to ship full, unbroken cases in separate vehicles from broken cases. If possible, do not mix partial and full cases. This will assist the Zone Cache personnel processing your incident with crediting your incident and will shorten restocking time. Return all items that may comply with "unit of measure" in the cache catalog as credit is given for all returned items.

- Separate new, used, dirty and clean supplies. Do not ship together in the same carton. All items shipped in other than original cartons should be marked as to the internal contents.
- Prior to returning radio cache modules, Dack units or telecommunications kits, make sure they have been appropriately sealed. Have the personnel that used the items inventory the units and seal them. **DO NOT SHIP THESE UNITS UNSEALED.**
- When packing transport vehicles, load heavier items on the bottom of the load. Avoid standing on boxes that subsequently crush cartons causing destruction of the contents.
- Mobile cache vans will be returned to the nearest Zone Cache. Do not repack the mobile cache van with the contents they originally arrived with. If a mobile cache van came from a pre-staged location, do not return it to that location.
- **DO NOT SHIP RED "BIO-HAZARD" BAGS BACK TO THE CACHE.** They are the property of the incident and need to be properly disposed of by the incident. **Do not place other materials in these bags for shipment as the Cache personnel will assume they are "Bio-hazardous waste" and return them to the incident unopened.**
- Do not ship material that was purchased locally to the cache as this causes restocking problems.
- The caches do refurbish nearly all materials and the incident will receive credit for material returned so ship back all items that are repairable.
- The caches will give the incident credit for returned sleeping bags. Caches do not want ripped or damaged sleeping bags returned. Do return sleeping bags for credit if they only need washing. Do not return sleeping bags that have been used for garbage bags.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE  
FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)